

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



August 19, 2003

## REFUGEE COORDINATOR LETTER NO. 03-19

To: County Refugee Coordinators

The Refugee Programs Branch (RPB) was recently informed that the federal Office of Refugee Resettlement (ORR) had approved California's application for Federal Fiscal Year (FFY) 2003 continuation funding under the Discretionary Grant for Services to Elderly Refugees. The ORR has awarded the State \$1 million in continuation funding under this grant.

County allocations were determined according to a formula based on the number of refugees aged 60 and over in each eligible county as a percentage of the total number of older refugees in all eligible counties. Data used in the formula was obtained from the ORR data system and the RPB arrivals database and includes refugee arrivals into California during the period from 1983 to May 2003. Please note that this data has not been adjusted for secondary migration, mortality or any other factors. All refugee-impacted counties which received initial funding in FFY 2001, in addition to one organization providing services in a county not designated as refugee-impacted (San Bernardino), were considered eligible. County allocation amounts are shown in Column 6 on the enclosed spreadsheet.

As in previous years, counties will be required to include, as an appendix to their County Refugee Services Plans, a brief (one- to two-page) description of the services to be provided with Elder Refugee Discretionary continuation funds. The project description should include measurable goals and outcomes (e.g., type of service(s) to be provided, number of elderly refugees to whom services will be provided, etc.). Counties are reminded that extensive coordination of activities among refugee service providers, mainstream providers of services to the elderly, and local Area Agencies on Aging is required as a condition of receipt of this grant. This information should be submitted to your assigned Operations Analyst by September 15, 2003.

In accordance with the Standard Terms and Conditions for this grant, Project Progress Reports are required on a semi-annual (every six months) basis throughout the entire length of the project. Reports should be submitted to the RPB according to the following schedule.

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Reporting Period  
September 30<sup>th</sup> – March 31<sup>st</sup>  
April 1<sup>st</sup> – September 29<sup>th</sup>

Report Due  
April 20<sup>th</sup>  
October 20<sup>th</sup>

In addition, a Final Project Progress Report, encompassing the entire multi-year project, will be due to the RPB 45 days following the end of the project period (November 15, 2004). All reports must be submitted in the format available on the Report Center page of the RPB web portal at <http://www.dss.cahwnet.gov/refugeeprogram>. It is imperative that all reports are complete and submitted in a timely manner to ensure future funding.

Should you have questions regarding the allocations, please contact Betts Smith, Manager of the Operations and Performance Bureau, at (916) 654-0495 or Daniel Crawford, at (916) 654-5964.

Sincerely,

THUAN NGUYEN, Chief  
Refugee Programs Branch

Enclosure